

**PAUL CUFFEE SCHOOL**

**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING**

**NOVEMBER 5, 2013**

**A meeting of the Human Resources Committee of the Paul Cuffee School was held on November 5, 2013 at the Paul Cuffee Lower School in Providence, Rhode Island.**

**Present: Carolyn Pemberton – Chair**

**Su Almeida – via telephone**

**Andrea Carrera, Derrick Ciesla, Jon Conklin, Catherine Edwards, Dorothy Fields, Tina Hawksley, Leslie McCrea, Maria Palmgren, Dorothy Patrick, Wendy Randle, Sarah Reis, Megan Thoma**

**Absent: Russell Carey, Martha Newcomb, Gisele Polanco**

**Guests: Jon Anderson, Esq.**

**Ben Harris – IT Director**

**Chair Carolyn Pemberton called the meeting to order at 4:04 p.m.**

**Approval of Minutes**

**After reviewing the minutes of the September 3, 2013 meeting, Ms. Sarah Reis made a motion to approve the minutes. Ms. Leslie McCrea seconded the motion, and the Committee unanimously voted to approve the minutes of the September 3, 2013 meeting.**

## **Technology Policy**

**Ms. Thoma asked the Committee to review the technology policy. She noted that some faculty members would like to use social media websites and mobile phone to communicate with students. Attorney Jon Anderson explained the possible legal implications if expanding the current policy to allow for more electronic communication between employees and students. Ben Harris noted that there are advantages and disadvantages if the policy would change. Ms. Thoma and Mr. Harris agreed to meet separately to discuss further.**

## **Hiring Process**

**Ms. Andrea Carrera circulated the Hiring Process Flow-Chart, amended as per the recommendation of the Committee at its September 3, 2013 meeting. After review, Ms. Tina Hawksley made a motion to approve the Flow-Chart, Mr. Derrick Ciesla seconded the motion, and the Committee unanimously voted to approve the Hiring Process Flow-Chart.**

## **Strategic Planning Process**

**Ms. Pemberton gave an overview of the work assigned to the HR Working Sub-Group relating to staff sustainability and staff professional development. A proposed staff survey was reviewed and Ms. Pemberton asked the members to provide feedback on the survey prior to sending the survey to staff. It was agreed that the members would email suggestions to Maria Palmgren.**

## **Adjournment**

**There being no further business coming before the Committee, Mr. Ciesla moved to adjourn. The motion was seconded by Ms. Sarah Reis, and the meeting adjourned at 6 p.m.**

**Respectfully submitted,**

**Maria Palmgren**